



# ACCOUNTANT

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FLSA Status: Exempt  
Adopted: April 2000

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

## GENERAL DEFINITION

The Accountant is responsible for conducting the Town's accounting system. The Accountant plans and executes the Town's daily accounting operations, including accounts receivable, accounts payable, general ledger, fixed assets, financial reporting, annual audit, payroll processing, purchasing, business registrations, budget preparation, treasury, and related work as required.

## DISTINGUISHING CHARACTERISTICS

The Accountant works under the general direction and guidance of the City Manager but receives supervision from the Assistant to the City Manager on a daily basis. The Accountant also receives general direction from the City Treasurer for all treasury support activities. The Accountant may exercise general supervision over accounting support staff particularly in the areas of accounts payable and payroll.

## TYPICAL DUTIES AND RESPONSIBILITIES

- Conducts fiscal transactions in conformity and compliance with generally accepted accounting principles, practices and procedures
- Performs all tasks related to the Town's accounting cycles including preparation of cash receipts, cash disbursements, and general ledger journal entries
- Compiles and reviews general ledger account reconciliation, monthly journal entries, accounts receivable and accounts payable and other related tasks to ensure proper posting
- Completes the monthly bank reconciliation; monitors cash flow
- Executes the Town's bi-weekly payroll system
- Prepares fiscal and periodic budget reports
- Performs feasibility studies and account analysis
- Provides support and assistance to independent auditors during annual review of financial transactions
- Assists with grant administration
- Answers inquiries from the public and employees
- Prepares special reports as requested
- Performs other duties as required

**Town of Colma  
Accountant**

**SPECIAL REQUIREMENTS**

**Essential Functions:**

These functions may be performed with or without reasonable accommodation:

- Speak clearly and understandably
- Attend and participate in evening meetings as assigned
- Review reports and correspondence quickly and accurately
- Use dexterity and vision necessary to operate computer equipment with a high degree of productivity
- On a continuous basis, must sit at a desk and in meetings for long periods of time
- Intermittently twist to reach equipment in their work area
- Perform simple grasping and fine manipulation
- Use a telephone and communicate through written means.

**QUALIFICATIONS**

**Knowledge of:**

- Principles and practices of financial administration, fund accounting and budgeting, including generally accepted accounting principles
- Methods and techniques of internal auditing and accounting
- Computer spreadsheet and accounting systems software, including word processing, and graphic software programs
- Office methods and procedures
- Methods and techniques of administrative analysis
- Administration of payroll and tax-related issues
- Application of data processing in accounting including data input, data reporting, analysis, and procedures.

**Ability to:**

- Analyze, interpret, and explain financial policies and procedures
- Prepare accurate and timely financial statements and reports
- Compile, correlate and analyze a large volume of written and numerical data
- Conceive, propose, implement and maintain sound fiscal procedures and records
- Conceive and effectively propose solutions to problems
- Read, comprehend and interpret rules and regulations regarding governmental operations
- Establish, maintain and foster cooperative working relations with others
- Express self clearly and concisely in written and verbal communication
- Operate a computer
- Effectively train and/or educate other employees
- Perform duties on a regular and consistent basis
- Apply information system technology.

**Town of Colma  
Accountant**

**EDUCATION AND EXPERIENCE**

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Education:**

Equivalent to a two-year degree in accounting, business, finance or closely related field.

**Experience:**

Three to five years of progressively responsible accounting experience, preferably including at least two years of local government or non-profit agency experience.

**LICENSES AND/OR CERTIFICATES**

Must possess and maintain a valid California drivers license.

Approved: April 2000  
Revised: